

To: Juett, Lynn[Juett.Lynn@epa.gov]
Cc: Njo, Heather[njo.heather@epa.gov]; Cacho, Julia[Cacho.Julia@epa.gov]
From: Gartner, Lois
Sent: Wed 6/1/2016 4:09:08 PM
Subject: RE: Coordinate R7 Visit to HQ

Lynn: I've reached out to the OLEM IO to see what's what. Will be back in touch as soon as I hear something. Thanks for your patience-

From: Juett, Lynn
Sent: Wednesday, June 01, 2016 11:59 AM
To: Gartner, Lois <Gartner.Lois@epa.gov>
Cc: Njo, Heather <njo.heather@epa.gov>; Cacho, Julia <Cacho.Julia@epa.gov>
Subject: Re: Coordinate R7 Visit to HQ

Hello Lois, what Mark said a week or so ago was that he thought he and Mathy may have 30 or 60 minutes at the end of the day on June 8 to talk about West Lake. He thought that might be possible around 4:00 or 4:30. Maybe meeting schedules for the day have changed that would prevent this but we are still interested in trying. I am copying Mark's executive office manager in this since she is his scheduler.

Lynn Juett

913-551-7883

(Cell) 913-948-1129

Sent from my iPhone

On Jun 1, 2016, at 8:18 AM, Gartner, Lois <Gartner.Lois@epa.gov> wrote:

Hi, Heather and Lynn: Sorry for the delayed response...I, too, looked at Mathy's calendar for the 8th and it appears, as Heather noted, his calendar reflects the NTOC meeting from 1-5pm, as well as the Sr Policy meeting from 3:30-4:30pm. I am happy to get in touch with the OLEM IO to see what their understanding is of the Mark meeting—I want to verify that your understanding was that he and Mathy would meet next Weds (6/8) afternoon at 4pm.

From: Njo, Heather
Sent: Tuesday, May 31, 2016 1:01 PM
To: Juett, Lynn <Juett.Lynn@epa.gov>
Cc: Gartner, Lois <Gartner.Lois@epa.gov>
Subject: Re: Coordinate R7 Visit to HQ

Lynn, hi.

Regarding Mathy's calendar, I am copying Lois, as she is Jim's Special Assistant and is a resource, when working with the front office. I glanced at Mathy's outlook calendar for June 8th and it appears that the NTOC meeting is from 3:30 to 4:30?

I have reserved PSY5261 for the Weekly WL Coordination Call.

Have you reached out to Stuart or would you like me to? Yes, I would like to be included.

Best regards,

Heather

From: Juett, Lynn
Sent: Friday, May 27, 2016 3:52:34 PM
To: Njo, Heather
Subject: Coordinate R7 Visit to HQ

<image001.gif>

Hi Heather – I have started sending out calendar appointments for June 8th, and have included you in those appointments. I can't really tell if there will be any calendar conflicts so would ask for your help with this. Also, please let me know whether you think anyone else should be invited. Here is what I have(or plan to) set up:

June 8 – not yet scheduled – Tom & Lynn meet with Stuart Walker (do you want to be invited to this?)

June 8 –

9:00 AM – Tom & Lynn meet with Dave Bartenfelder and Heather – confirmed with Dave

10:00 AM – Weekly WL Coordination Call – we need a space where R7 can call in for this, can you help with that?

3:00 – 4:00 – Tom, Lynn, Alyse, Mary meet with Dana, Doug, Amy, Heather – you’ve already put this on Dana’s calendar and I added Alyse, Tom and Mary – can you check with Amy and Doug to see if they want to also be included?

4:00 – the last I heard, Mark Hague, our RA was planning to try to set up a 4:00 meeting with Mathy (they both will be getting done with a NTOC meeting around that time). I’m not sure who is setting this up on Mathy’s calendar – can you check with his scheduler to see if this is possible?

Thank you,

Lynn M. Juett

Branch Chief

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